



#### QUALIFICATION AND ASSOCIATIONS

Certified Document Controller  
Certified Aconex Professional

#### EDUCATION

Bachelor of Science, Business Management, California State University, Sacramento

#### INDUSTRY TENURE

15 years

## CLAUDIA RODRIGUEZ PROJECT ASSISTANT

Claudia is a dedicated, highly organized professional with 15 years of experience delivering superior results in a variety of administrative roles and varying capacities. She is proficient in senior-level executive administrative and management support. Claudia is familiar with all aspects of office management, operations, logistics, research and development, and project management.

Claudia holds extensive expertise in the areas of document control, meeting facilitation, and project management. She supports the executive team by providing clear and concise reporting mechanisms for meetings and presentations.

Claudia's experience has provided her the ability to evaluate existing processes, develop standardized process and implementation of processes throughout multiple industries. Her ability to multi-task and her great attention to detail combined with her strong work ethic have resulted in a professional who produces error-free work.

#### SELECT RELEVANT EXPERIENCE

### California WaterFix (\$16B)

Claudia has developed deep and sustained relationships with key personnel from state and federal agencies, public water agencies and consultants collaborating on moving the California WaterFix Project forward. She coordinates and facilitates multi-agency decision-focused meetings, tracks and manages action items and assists with development governance documentation.

Claudia is responsible for consultant coordination, stakeholder communication, program-progress reporting, meeting management, facilitation, systems implementation, and document control. She produces and manages materials, agendas, presentations, and other project collateral for executive-level and multi-agency meetings.

Claudia oversees document control needs, spearheads document processing, tracking, retrieval, filing, control and distribution. She assists in developing, refining, implementing efficient document control methods, coordinates and trains project personnel on document control systems. She has taken Aconex training classes and has become the "go to" person for all CWF project document control needs. Lastly, she further developed her document management skills becoming certified as Document Controller Specialist and has become the gate keeper of key Project Control processes.

## Concord Reuse Project (\$3B)

Claudia assisted the Project Controls Manager with assessing project controls processes, procedures, tools, and reporting; which the program had no formalized project reporting, tracking or project control. She also assisted with drafting a three-part assessment comprised of initial discovery, gap analysis, and findings. In addition, she assisted with the development and implementation of ongoing contract administration, and document control services.

Furthermore, Ms. Rodriguez assessed and organized a decade worth of legacy project documents. She developed a nomenclature to adequately identify the files. As a result, the documents were transformed from an unorganized collection to a verified, searchable, and indexed document repository.

Claudia is responsible for identifying, coding, naming and uploading legacy project documents and records to the Concord Community Reuse Project (CCRP) website. She also manages content and updates to the document library, agenda center, calendar and subscriber lists on the CCRP website. In addition, she continually assesses and develops necessary processes and protocol for more efficient and streamlined Document Control.

Lastly, Claudia assists the Program Controls Manager with drafting and editing financial reports presented to the Concord Reuse Project Board of Directors.